BORROWING POLICY

1. Membership

1.1. The Tay Township Public Library Board recognizes that a primary objective of the Ontario Public Library Act, R.S.O. 1990, Chapter P.44, is to ensure equal access to library resources for all citizens, regardless of their ability to pay or the nature of the format.
Free library membership is available to residents of the Township of Tay. This includes seasonal residents, those who own or operate a business in Tay, those who work in Tay, and children attending school in Tay.

1.1.1. Anyone wishing to become a member of the Tay Township Public Library must present identification with current name and address.

1.1.2. Children under 13 years of age must have their membership form signed by a parent or guardian. The adult signing for a child is responsible for all materials taken out on that child's card.

1.1.3. Youth, aged 13 years of age and up who do not possess identification must have the registration form signed by a parent or legal guardian.

1.1.4. Seasonal members must provide both a local address and a permanent address.

1.2. All members must sign the back of their library card committing them to abide by the regulations of membership.

1.3. Upon signing the Tay Township Public Library card, the member agrees to:

1.3.1. Present their card each time material is borrowed

1.3.2. Report changes of address, telephone number or loss of card promptly

1.3.3. Be responsible for materials borrowed by self or children

1.3.4. Be responsible for any fines incurred

1.4. A member who loses or damages a library membership card will be charged a replacement fee set out in the Library's Schedule of Fees & Charges.

1.5. If the library card is forgotten, upon presentation of identification with name and address, items may be borrowed. This is allowed twice a year and is noted on the patron's record.

1.6. A member's library card is not transferable and is the property of the Tay Township Public Library.

2. Non-Resident memberships

2.1. A non-resident is defined as anyone who does not reside in the Township of Tay. Non-residents wishing a membership will be charged a membership fee according to the current approved fee schedule.

3. Confidentiality Of Membership Information

3.1. All information contained in or developed from the Library's database that pertains to membership records or that identifies individuals and their borrowing records is confidential. Please refer to the *Confidentiality of Patron Records Policy*.

4. Computer & Internet Use

4.1. All library patrons shall abide by the Tay Township Public Library Internet Use Policy.

5. Number Of Items Borrowed

5.1. A maximum of 30 materials may be borrowed on one card.

5.2. A maximum of five (5) electronic items may be borrowed on one card.

6. Loan Period

6.1. The regular loan period for materials, except DVD's, is three (3) weeks.

6.2. The regular loan period for games, DVD's and magazines is one (1) week.

7. Renewals

7.1. All material may be renewed except for items on hold, interlibrary loans, and new books.

7.2. There is a limit of two (2) renewals.

7.3. Only one (1) phone renewal is allowed.

7.4. That in the event that the patron is housebound and unable to renew or return materials, the Head Librarian or C.E.O. are authorized to provide extensions to lending periods for housebound patrons.

8. Fines

8.1. Fines will be charged on all overdue items as per the current fees schedule.

8.2. Borrowing privileges will be suspended when fines amount to $10.00 or more.

8.3. That in the event of extreme hardship circumstances (i.e. critical illness, surgery requiring weeks of hospital treatment, etc.) the Head Librarian or C.E.O. is authorized to address extreme hardship circumstances resulting in the inability to pay fines on a one-on-one basis.

9. Interlibrary Loans

9.1. Patrons requesting interlibrary loan material have the option of specifying at which branch they wish to pick them up.

10. Overdue/Lost Materials

10.1. All privileges will be suspended when items are more than six (6) weeks overdue. All overdue material must be returned and fines addressed before privileges are reinstated.

10.2. If material is lost, full replacement value plus service charge must be paid before privileges will be reinstated.

10.3. Lost materials which are subsequently found after payment has been made will be considered property of the patron and no refunds will be made.

10.4. Lost interlibrary loan materials and Simcoe County Library materials will be billed at the rate set by the lending library.

10.5. Privileges may be suspended when three (3) items are claimed returned.

10.6. The Tay Township Public Library may send unresolved bills to a collection agency (where applicable).